

AGENDA

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD

January 21, 2021

To assist in maintaining the health of Main Street Advisory Board Members, staff and the public, this meeting will be conducted via Zoom.

Jan Harris is inviting you to a scheduled Zoom meeting.

Time: Jan 21, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting: <https://zoom.us/j/94930262186>

Meeting ID: 949 3026 2186

One tap mobile: +13462487799,,94930262186# US (Houston)

I. CALL TO ORDER AND DECLARE A QUORUM

II. CITIZENS COMMUNICATION

III. CONSENT AGENDA

(The Consent Agenda includes non-controversial and routine items that the Board may act on with one single vote. The Chairman or a Board member may pull any item from the Consent Agenda to discuss and act upon it individually as part of the Regular agenda.)

1. Review and approve minutes from the meeting on December 16, 2020.
2. Receive the financial reports from December 2020.

IV. REGULAR AGENDA: Review, Discuss and Consider Action:

3. Main Street Manager's reports:
 - a. Manager's Activity Report
 - b. Downtown Property Report
 - c. Downtown Business Report
 - d. Board Member Attendance Report
4. Update on Rental Assistance Grant request from Allison Holder, owner of Cherry Tree Home and Gift, 104 E 2nd St. – No Report
5. Report on updates to the City's sign ordinance
6. Report on progress made by the Sub-Committee to develop Signage Design Guidelines
7. Discuss items for upcoming agendas

V. ADJOURN

Next Meeting Date: February 17, 2020

The Board may vote and/or act upon each of the items listed in this Agenda. The Board reserves the right to retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. I certify that the notice of this meeting was posted in the Taylor City Hall Lobby continuously for 72 continuous hours before **January 21, 2021**. I further certify that the following news media was notified of this meeting: Taylor Daily Press.

Posted By: Jan Harris
Jan Harris, Main Street Manager

Date: 01/13/2021

Main Street Advisory Board
January 21, 2021

Agenda Item Cover Sheet 1
Consent Agenda Items:
December 16, 2020 Minutes

MAIN STREET ADVISORY BOARD MEETING MINUTES

CITY OF TAYLOR, TEXAS MAIN STREET ADVISORY BOARD October 21, 2020

MEMBERS PRESENT: Steve Truex, Shannon Grace, John McRae, and Erwin Stauffer

MEMBERS ABSENT: Scott Dean and Sharla Gola

STAFF PRESENT: Tom Yantis, Assistant City Manager and Jan Harris, Main Street Manager

OTHERS PRESENT: Tia Rae Stone, Chamber of Commerce President

- I. **CALL TO ORDER AND DECLARE A QUORUM:** It was agreed in Chairman Dean's absence, that Erwin Stauffer would preside as Chairperson. He called the meeting to order at 5.32 pm with a quorum present.
- II. **CITIZENS COMMUNICATION:** No communication from the citizenry.
- III. **CONSENT AGENDA**
 1. Review and approve minutes from the meeting on October 21, 2020. **MOTION:** To receive the October 21, 2020 meeting minutes as presented made by John McRae/ seconded by Steve Truex/approved unanimously.
 2. Receive the financial reports from October and November 2020. **ACTION:** The financial reports were received by the board as information.
- IV. **REGULAR AGENDA: Review, Discuss and Consider Action:**
 3. **Main Street Manager's reports** - Jan presented the following reports to the board:
 - a. **Manager's Activity Report:** Jan reviewed the various meetings she attended in the course of her duties including TDA and Main Street meetings; meetings with the Chamber of Commerce and Public Arts Advisory Board; meetings with downtown stakeholders and departmental meetings.
 - b. **Downtown Property Report:** Jan reviewed the two reports indicating properties for sale and those for lease in the downtown district. She reported that there are 7 properties for sale at this time comprising almost 52,000 SF of space. There are 13 properties being marketed for lease ranging from a small personal office space to a 16,000 SF building and two loft apartments. The total estimated square footage currently offered for lease in the downtown equals just short of 49,000 SF. **ACTION ITEM:** Jan was asked to update the Realtor information for Tony Gomes' property located at 219-221 N Main Street.
 - c. **Downtown Business Report:** Jan reported a gain of 4 new businesses in the downtown during October and November with no business losses. In October, Cupcakes, Cookies, & More opened at 211 N Main Street and Cherry Tree Home and Gift opened under new ownership at 104 E. 2nd St. In November, LAMP Retail Showcase opened at 717 N Main Street and 302 N Main was leased. The House of Vintique is in the process of opening in that space.
 - d. **Board Member Attendance Report:** The attendance report was reviewed with the board and attendance was strongly encouraged at all meetings.
 - e. **Stacey Smith's Resignation:** Jan reported that Stacey Smith resigned from the board on December 5th.
 - f. **Main Street Advisory Board Roster:** The membership roster was reviewed with the Board and it was noted that the following members' terms were up for possible reappointment: Erwin Stauffer,

Sharla Gola, John McRae (who was appointed to fill an unexpired term in 2020), and the slot formerly occupied by Stacey Smith. **ACTION ITEM:** Jan requested that the board members whose terms are up notify her of their interest to seek reappointment by the Council.

4. **Consideration of a Rental Assistance Grant request from Allison Holder, owner of Cherry Tree Home and Gift, 104 E. 2nd Street:** After reviewing the documents provided by Ms. Holder, the board voted to table the request until January. They requested that she provide a Revenue Budget and evidence of adequate financial reserves. **MOTION:** A motion to table the Rental Assistance Grant request was made by Steve Truex/seconded by John McRae/unanimous vote.
5. **Report on the City's Sign Ordinance:** Jan informed the Board that their requested updates and additions to the sign ordinance will be voted upon at the January 14, 2021 City Council meeting.
6. **Discuss future action for design guidelines for downtown signage as a tool to assist downtown business and property owners:** At the October 21, 2020 meeting, Jan had provided the board with links to several cities around the country who had good examples of sign ordinances supported by signage design guidelines. During discussion, the board suggested that design consultation meetings be offered to businesses seeking to install new or improved signage to assist them with the design and development of quality signage which promotes not only the business but also the downtown. **ACTION ITEM:** Jan will work with Tom to set up a framework for signage design consultation meetings with businesses. **ACTION ITEM:** The board established a subcommittee to meet and develop recommendations for signage design guidelines for Taylor. The members of the subcommittee are John McRae, Steve Truex, and Shannon Grace (Chairperson). **ACTION ITEM:** Jan will set up a meeting of the subcommittee after Christmas.
7. **Report on Streetscape Improvements on 2nd Street between Talbot and Porter Streets:** Jan reviewed with the board the recent streetscape improvements to 2nd Street where the parking was restriped, handicapped spaces were added on both the north and south sides of E. 2nd St, and traffic calming greenspaces were added at the corners of E 2nd and Main. Doug Moss and Cissie Pierce have planted trees, shrubs, and annuals in the new round metal troughs. Hard rubber curbing was also added to the 4 painted green spaces to help deter trucks from encroaching on the green space thus damaging the planters and endangering pedestrians.
8. **Discuss items for upcoming agendas**
 - Rental Assistance Grant for Allison Holder; Cherry Tree Home & Gift
 - Report from the Signage Design Guidelines Subcommittee
 - Work plan development

V. ADJOURN: MOTION: A motion to adjourn was made by Shannon Grace / seconded by John McRae / Unanimous. Meeting adjourned at 6.45 pm.

Respectfully submitted:

Jan Harris, CMSM
Main Street Manager

Main Street Advisory Board
January 21, 2021

Agenda Item Cover Sheet 2

Consent Agenda Items:
December Financial Reports

C I T Y O F T A Y L O R
 FINANCIAL STATEMENT
 AS OF: DECEMBER 31ST, 2020

123-MAIN STREET REVENUE FUND
 FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
330-INTERGOVERNMENTAL REV		17,000.00	0.00	0.00	0.00	0.00	17,000.00
430-USE OF MONEY AND PROP		0.00	0.00	0.00	0.00	0.00	0.00
440-DONATIONS FROM PRIVAT		50,500.00	0.00	70.00	0.14	0.00	50,430.00
450-INTERFUND OPERATING T		39,600.00	9,900.00	9,900.00	25.00	0.00	29,700.00
*** TOTAL REVENUES ***		107,100.00	9,900.00	9,970.00	9.31	0.00	97,130.00
<u>EXPENDITURE SUMMARY</u>							
615-CONTRIBUTE TO CIVIC P		97,650.00	5,022.00	10,652.45	10.91	0.00	86,997.55
*** TOTAL EXPENDITURES ***		97,650.00	5,022.00	10,652.45	10.91	0.00	86,997.55
*** TOTAL PROFIT / (LOSS) ***		9,450.00	4,878.00	(682.45)	7.22-	0.00	10,132.45

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

123-MAIN STREET REVENUE FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>330-INTERGOVERNMENTAL REVENUES</u>							
330-234	TEDC CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
330-235	GENERAL CONTRIBUTIONS	17,000.00	0.00	0.00	0.00	0.00	17,000.00
330-236	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		17,000.00	0.00	0.00	0.00	0.00	17,000.00
<u>430-USE OF MONEY AND PROPERTY</u>							
430-331	INTEREST INCOME	0.00	0.00	0.00	0.00	0.00	0.00
430-335	REFUNDS AND REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>440-DONATIONS FROM PRIVATE SOU</u>							
440-352	FARMERS' MARKET RENTAL FEES	2,000.00	0.00	70.00	3.50	0.00	1,930.00
440-353	MAIN STREET CAR SHOW	28,000.00	0.00	0.00	0.00	0.00	28,000.00
440-354	WINE SWIRL	4,500.00	0.00	0.00	0.00	0.00	4,500.00
440-355	HERITAGE SQ CHRISTMAS LIGHTS	0.00	0.00	0.00	0.00	0.00	0.00
440-356	CHRISTMAS BAZAAR	2,000.00	0.00	0.00	0.00	0.00	2,000.00
440-357	SALES AND OTHER FUNDRAISINGS	0.00	0.00	0.00	0.00	0.00	0.00
440-358	TAYLOR BLACKLAND PRAIRIE DAYS	14,000.00	0.00	0.00	0.00	0.00	14,000.00
440-359	SPOOKTACULAR	0.00	0.00	0.00	0.00	0.00	0.00
** REVENUE CATEGORY TOTAL **		50,500.00	0.00	70.00	0.14	0.00	50,430.00
<u>450-INTERFUND OPERATING TRANSF</u>							
450-361	TRANSFER FROM TIF	20,000.00	5,000.00	5,000.00	25.00	0.00	15,000.00
450-362	TRANSFER FROM H.O.T.	5,000.00	1,250.00	1,250.00	25.00	0.00	3,750.00
450-365	TRANSFER FROM GENERAL FUND	14,600.00	3,650.00	3,650.00	25.00	0.00	10,950.00
** REVENUE CATEGORY TOTAL **		39,600.00	9,900.00	9,900.00	25.00	0.00	29,700.00
*** TOTAL REVENUES ***		107,100.00	9,900.00	9,970.00	9.31	0.00	97,130.00

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
WAGES & SALARIES							
615-111	REGULAR FULL TIME	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>200-OPERATIONAL SUPPLIES</u>							
PROGRAM/SPECIAL EVENTS							
615-232	FARMERS' MARKET	0.00	752.00	1,382.45	0.00	0.00	(1,382.45)
615-233	CITY SPONSORED EVENTS	7,000.00	0.00	0.00	0.00	0.00	7,000.00
615-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
615-235	MAIN ST CAR SHOW	23,000.00	0.00	0.00	0.00	0.00	23,000.00
615-236	TAYLOR BLACKLAND PRAIRIE DAYS	22,900.00	0.00	0.00	0.00	0.00	22,900.00
615-237	WINE SWIRL	3,700.00	0.00	0.00	0.00	0.00	3,700.00
615-238	CHRISTMAS BAZAAR	0.00	0.00	0.00	0.00	0.00	0.00
615-239	SPOOKTACULAR	1,450.00	0.00	0.00	0.00	0.00	1,450.00
* SUB-CATEGORY TOTAL *		58,050.00	752.00	1,382.45	2.38	0.00	56,667.55
<u>SPECIALTY SUPPLIES</u>							
615-259	MISC. SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		58,050.00	752.00	1,382.45	2.38	0.00	56,667.55
<u>500-CONTRACT SERVICES AND FEES</u>							

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>PROFESSIONAL SERVICES</u>							
615-519	OTHER PROFESSIONAL SERVICES	0.00	4,270.00	4,270.00	0.00	0.00	(4,270.00)
	* SUB-CATEGORY TOTAL *	0.00	4,270.00	4,270.00	0.00	0.00	(4,270.00)
<u>FEEES FOR SERVICES</u>							
615-523	OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00
615-528	ADVERTISING	5,000.00	0.00	0.00	0.00	0.00	5,000.00
	* SUB-CATEGORY TOTAL *	5,000.00	0.00	0.00	0.00	0.00	5,000.00
** CATEGORY TOTAL **		5,000.00	4,270.00	4,270.00	85.40	0.00	730.00
 <u>700-CAPITAL OUTLAY</u>							
<u>OFFICE FURNITURE/EQUIPMENT</u>							
615-719	OTHER CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
 <u>800-CONTRIBUTIONS & CONTINGENC</u>							
<u>CONTRIBUTIONS/TRANSFERS</u>							
615-811	RENTAL ASSISTANCE	14,600.00	0.00	0.00	0.00	0.00	14,600.00
615-813	FACADE GRANT	20,000.00	0.00	5,000.00	25.00	0.00	15,000.00
615-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	34,600.00	0.00	5,000.00	14.45	0.00	29,600.00
** CATEGORY TOTAL **		34,600.00	0.00	5,000.00	14.45	0.00	29,600.00
*** DEPARTMENT TOTAL ***		97,650.00	5,022.00	10,652.45	10.91	0.00	86,997.55
*** TOTAL EXPENSES ***		97,650.00	5,022.00	10,652.45	10.91	0.00	86,997.55

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

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123-MAIN STREET REVENUE FUND
615-CONTRIBUTE TO CIVIC PROGRA
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	TOTAL PROFIT / (LOSS) ***	9,450.00	4,878.00	(682.45)	7.22-	0.00	10,132.45

*** END OF REPORT ***

C I T Y O F T A Y L O R
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

100-GENERAL FUND
FINANCIAL SUMMARY

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
***	TOTAL REVENUES	***	0.00	0.00	0.00	0.00	0.00
<u>EXPENDITURE SUMMARY</u>							
	524-MAIN STREET PROGRAM	112,655.00	7,049.40	20,225.27	17.95	0.00	92,429.73
***	TOTAL EXPENDITURES	***	112,655.00	7,049.40	20,225.27	17.95	92,429.73
***	TOTAL PROFIT / (LOSS)	***	(112,655.00)	(7,049.40)	(20,225.27)	17.95	0.00 (92,429.73)

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020100-GENERAL FUND
REVENUES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
***	TOTAL REVENUES ***	0.00	0.00	0.00	0.00	0.00	0.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>100-EMPLOYEE SERVICES</u>							
<u>WAGES & SALARIES</u>							
524-111	REGULAR FULL TIME	62,000.00	4,769.24	13,806.95	22.27	0.00	48,193.05
524-114	OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00
524-115	LONGEVITY PAY	48.00	48.00	48.00	100.00	0.00	0.00
524-118	INSURANCE ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00
524-119	CERTIFICATION PAY	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	62,048.00	4,817.24	13,854.95	22.33	0.00	48,193.05
<u>PAID BENEFITS</u>							
524-120	UNUM LIFE	143.00	14.07	42.21	29.52	0.00	100.79
524-121	FICA SOCIAL SECURITY	4,761.00	374.50	1,289.01	27.07	0.00	3,471.99
524-122	WORKERS COMPENSATION	131.00	0.00	34.18	26.09	0.00	96.82
524-123	STATE UNEMPLOYMENT TAXES	162.00	0.00	0.00	0.00	0.00	162.00
524-124	RETIREMENT- TMRS	8,268.00	632.45	1,802.91	21.81	0.00	6,465.09
524-126	HEALTH INSURANCE	6,767.00	615.11	1,845.33	27.27	0.00	4,921.67
524-127	DENTAL INSURANCE	311.00	24.82	74.46	23.94	0.00	236.54
524-128	LONG TERM DISABILITY	186.00	15.50	46.50	25.00	0.00	139.50
524-129	VISION INSURANCE	48.00	3.96	11.88	24.75	0.00	36.12
	* SUB-CATEGORY TOTAL *	20,777.00	1,680.41	5,146.48	24.77	0.00	15,630.52
<u>ALLOWANCES/REIMBURSEMENTS</u>							
524-133	BUSINESS- TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
524-135	BUSINESS MEALS	550.00	0.00	0.00	0.00	0.00	550.00
	* SUB-CATEGORY TOTAL *	550.00	0.00	0.00	0.00	0.00	550.00
<u>TRAINING/PROFESSIONAL DEVELOPM</u>							
524-141	WORKSHOP TRAINING	0.00	0.00	0.00	0.00	0.00	0.00
524-142	PROFESSIONAL CONFERENCES	1,300.00	0.00	0.00	0.00	0.00	1,300.00
524-143	MEMBERSHIPS AND DUES	1,550.00	0.00	300.00	19.35	0.00	1,250.00
524-144	SUBSCRIPTIONS AND BOOKS	1,400.00	0.00	0.00	0.00	0.00	1,400.00
524-146	TRAINING- TRANSPORTATION	500.00	0.00	0.00	0.00	0.00	500.00
524-147	TRAINING- LODGING	1,400.00	0.00	0.00	0.00	0.00	1,400.00
524-148	TRAINING- MEALS	650.00	0.00	0.00	0.00	0.00	650.00
	* SUB-CATEGORY TOTAL *	6,800.00	0.00	300.00	4.41	0.00	6,500.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
** CATEGORY TOTAL **		90,175.00	6,497.65	19,301.43	21.40	0.00	70,873.57

200-OPERATIONAL SUPPLIESOFFICE SUPPLIES

524-211	GENERAL OFFICE SUPPLIES	1,000.00	216.58	289.18	28.92	0.00	710.82
524-213	PHOTOGRAPHIC SUPPLIES	0.00	0.00	0.00	0.00	0.00	0.00
524-214	COMPUTER SUPPLIES	450.00	0.00	138.93	30.87	0.00	311.07
524-215	POSTAGE	100.00	0.00	0.00	0.00	0.00	100.00
* SUB-CATEGORY TOTAL *		1,550.00	216.58	428.11	27.62	0.00	1,121.89

PROGRAM/SPECIAL EVENTS

524-232	FOOD/MEALS	0.00	0.00	0.00	0.00	0.00	0.00
524-233	CITY SPONSORED EVENTS	17,000.00	0.00	0.00	0.00	0.00	17,000.00
524-234	FUND RAISING GOODS	0.00	0.00	0.00	0.00	0.00	0.00
524-235	PROMOTIONAL SUPPLIES	2,100.00	0.00	0.00	0.00	0.00	2,100.00
* SUB-CATEGORY TOTAL *		19,100.00	0.00	0.00	0.00	0.00	19,100.00

OPERATIONAL EQUIPMENT (ADMIN)

524-261	OFFICE FURNITURE	0.00	0.00	0.00	0.00	0.00	0.00
524-267	COMPUTERS	0.00	0.00	0.00	0.00	0.00	0.00
524-269	OTHER OFFICE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *		0.00	0.00	0.00	0.00	0.00	0.00

** CATEGORY TOTAL **		20,650.00	216.58	428.11	2.07	0.00	20,221.89
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300-FACILITIES OPERATIONS/MAINUTILITIES

524-323	TRUNK TELEPHONE SYSTEM	30.00	0.00	0.00	0.00	0.00	30.00
524-324	CELL PHONES	600.00	50.00	100.00	16.67	0.00	500.00
* SUB-CATEGORY TOTAL *		630.00	50.00	100.00	15.87	0.00	530.00

CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
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** CATEGORY TOTAL **		630.00	50.00	100.00	15.87	0.00	530.00
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400-EQUIPMENT OPERATIONS/MAINT

OFFICE EQUIPMENT

524-461 OFFICE EQUIPMENT RENTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-462 OFFICE EQUIPMENT MAINT/REPAIR	1,000.00	285.17	395.73	39.57	0.00	604.27	
* SUB-CATEGORY TOTAL *	1,000.00	285.17	395.73	39.57	0.00	604.27	

** CATEGORY TOTAL **		1,000.00	285.17	395.73	39.57	0.00	604.27
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500-CONTRACT SERVICES AND FEES

PROFESSIONAL SERVICES

524-512 ENGINEERING SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-519 OTHER PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00	0.00

FEES FOR SERVICES

524-523 OUTSIDE PRINTING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
524-528 ADVERTISING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00	0.00

CONTRACT SERVICES

524-532 SOFTWARE MAINT/LICENSING	200.00	0.00	0.00	0.00	0.00	0.00	200.00
524-539 OTHER CONTRACT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
* SUB-CATEGORY TOTAL *	200.00	0.00	0.00	0.00	0.00	0.00	200.00

** CATEGORY TOTAL **		200.00	0.00	0.00	0.00	0.00	200.00
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CITY OF TAYLOR
FINANCIAL STATEMENT
AS OF: DECEMBER 31ST, 2020

100-GENERAL FUND
524-MAIN STREET PROGRAM
DEPARTMENT EXPENSES

ACCT #	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>700-CAPITAL OUTLAY</u>							
OFFICE FURNITURE/EQUIPMENT							
524-714	COMPUTER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
<u>800-CONTRIBUTIONS & CONTINGENC</u>							
CONTRIBUTIONS/TRANSFERS							
524-819	OTHER CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
	* SUB-CATEGORY TOTAL *	0.00	0.00	0.00	0.00	0.00	0.00
** CATEGORY TOTAL **		0.00	0.00	0.00	0.00	0.00	0.00
*** DEPARTMENT TOTAL ***		112,655.00	7,049.40	20,225.27	17.95	0.00	92,429.73
*** TOTAL EXPENSES ***		112,655.00	7,049.40	20,225.27	17.95	0.00	92,429.73
*** TOTAL PROFIT / (LOSS) ***		(112,655.00)	(7,049.40)	(20,225.27)	17.95	0.00	(92,429.73)

*** END OF REPORT ***

Main Street Advisory Board

January 21, 2021

Agenda Item Cover Sheet 3

Regular Agenda

Main Street Manager's Reports

- 1. Manager's Activity Report**
- 2. Downtown Property Report**
- 3. Downtown Business Report**
- 4. Board Member Attendance Report**

Main Street Monthly Report – December 2020

Community Outreach:

- Main Street Advisory Board Meeting – 12/16
- TDA Regional Partners Meeting – 12/8
- Chamber Tourism Committee Meetings (as Chairperson) – 12/4; 12/8
- Greater Taylor MLK Committee Meeting – 12/15
- Farmers' Market Meeting – 12/8
- Public Arts Advisory Board Meeting – 12/5

Local Business / Owner Visits:

- Issued Downtown Matters e-blast as requested by Taylor PD to help provide tools for dealing with panhandlers in the Downtown District
- Fielded calls re: Farmers Market Vendors
- Worked with fellow development services team members regarding signage in DT
- Working with downtown merchants regarding signage as needed

Event Planning:

- Began to field calls regarding future special events in Taylor

Other Duties:

- Development Team Meetings – Every Monday at 9am
- Development Team Check-In Meetings – Daily at 4 pm
- Updating Taylor property database on DowntownTX.org - ongoing
- Fielding telephone, email and in-person enquiries; providing technical assistance as needed
- Updating available property database
- Updating incoming/outgoing business database
- Working with companies filming in Taylor: Direct Auto Insurance – 12/1-12/3

Upcoming Projects:

- Develop signage design guidelines
- Set up a virtual Breakfast Bites re: signage

DOWNTOWN PROPERTY REPORT**January 2021 Properties for Sale**

	A	B	C	D	E	F	G	H
1	PROPERTY ADDRESS	PROPERTY NAME	# SF	PRICE/SF	PRICE	CONTACT NAME	CONTACT NUMBER	CONTRACT PENDING
2								
3	201 W 4th Street	H. Hays Property	4420/SF	\$109.73/SF	\$485,000.00	Kelly Loessin	830-542-9353	
4	700 N Main Street	Office Building			\$828,500.00	Julie Downs	512-365-8563	
5	114 W. 6th St	fmr FPC	11,277/SF	TBD	TBD	Lance Morris	512-485-0789	
6	119-121 E 3rd Street	Ricocco's	9916/SF	\$87.23/SF	\$865,000	Kelly Loessin	830-542-9353	
7	219-221 N Main St	Texas Historic Café Bldg	16,138/SF	\$182.80/SF	\$2,950,000	Phillip Way	512-537-7110	
8	108-116 E 2nd St	Taylor Sta., Turning Heads Salon, & 3 lots	4310/SF		\$850,000.00	Bo Brasfield	512-365-6500	
9	321-323 N Main St	Presler-Hewitt Building	5868/SF		\$863,000.00	Monica Luxon, Luxon Realty Services	512-203-7663	

DOWNTOWN PROPERTY LISTING
January 2021 Properties for Lease

PROPERTY ADDRESS	PROPERTY NAME	# SF	PRICE/SF	PRICE	CONTACT NAME	CONTACT NUMBER
120 W 2nd; 2nd fl; Premium Suite	McCrory Timmerman Bldg	6700/SF	\$14.40/SF	\$8040/mo	Julie Downs	512-365-8563
		400-	\$14.40-\$18.00/SF			
120 W 2nd St; 1st fl	Titworth Building	6290/SF	/YR	TBD	Julie Downs	512-365-8563
211 N Main St	Hawt Spot	1,500/SF	TBD	TBD	Julie Downs	512-365-8563
	Richter Furniture	16,000/S				
111 W 3rd St	Bldg	F	TBD	TBD	Ryder Jeanes	512-441-8888
206 N Main Street	fmr World Finance fmr C VanderDys Edward Jones	1750/SF	\$0.74/SF	\$1,300	Patrick Quinn	512-352-6345
109 W 3rd St	office	980/SF	\$1.63/SF	\$1,600	Tony Gomes	512-784-8712
	Texas Hist. Café					
221 N Main St	Restaurant Space	3200/SF	TBD	TBD	Tony Gomes	512-784-8712
323 N Main St	fmr Cherry Tree	1200/SF	\$1.10/SF	\$1320/MC	Monica Luxon	512-203-7663
	loft above Cherry					
103 W. 4th	Tree	2900/SF	\$0.57/SF	\$1650/mo	Monica Luxon	512-203-7663
109 N Main St; 1st floor	Woodsman Inc.	1500/SF	\$1/SF	\$1550/mo	Josh Richards	512-846-2535
111 N Main St	Woodsman Inc.	2000/SF	\$0.95/PSF	\$2000/mo	Josh Richards	512-846-2535
421 N Main St	fmr Hawt Spot	1854/SF	\$0.89/SF	\$1650/mo	Any DeNio	512-814-1811

DOWNTOWN BUSINESS REPORT

January 2021

	A	B	C	D	E	F
1	BUSINESS NAME	ADDRESS	OWNER/MANAGER	OUTGOING	INCOMING	TYPE OF BUSINESS
2	House of Vintique	302 N Main St	Luisa Hincapie		X	retail
3	Texas Dirt Road Home (being consolidated into KINCL Antiques Emporium)	310-A N Main St	Deb Cooper	X		retail
4						

2020

Please note: ** = no meeting held 2/19/2020 meeting had no quorum; 3/2/2020 work session cancelled due to COVID; 3/18/2020 meeting cancelled due to COVID

Attendance Requirement: Per City Council policy via B&C handbook, if a member is absent from more than twenty-five (25%) percent of the duly called meetings in any period of twelve (12) consecutive months or absent from more than two duly called meetings in any period of twelve consecutive months, whichever is greater, for any reason, other than a reason acceptable to the Chairman of that Board, which prevents the public officials' attendance, the member shall be disqualified and automatically removed from serving as a board member.

Main Street Advisory Board

January 21, 2021

Agenda Item Cover Sheet 4

Regular Agenda

**Update on Rental Assistance Request for Cherry Tree Home &
Gifts**

Main Street Advisory Board

January 21, 2021

Agenda Item Cover Sheet 5

Regular Agenda

Report on Updates to City's Sign Ordinance

Main Street Advisory Board

January 21, 2021

Agenda Item Cover Sheet 6

Regular Agenda

Report – Signage Design Guidelines Sub-Committee

SIGNAGE DESIGN GUIDELINES SUB-COMMITTEE
Taylor Main Street Advisory Board
Friday, January 8, 2021 at 3:00 pm
Via Zoom

Members Present: Shannon Grace, Steve Truex, and John McRae

Staff Present: Jan Harris

1. Restate the Mission and Goals for the Signage Design Guidelines Sub-Committee

- To provide a tool for small business owners and sign professionals to use to obtain effective business signage that is based on the principles of quality design and historic preservation and that supports and upholds the Taylor Sign Ordinance.
- The guidelines will be written in simple language with illustrations included to reinforce each point's message.

2. Review example signage design guidelines from other cities: Georgetown, TX; Plano, TX; Calhoun, GA; and the Township of Montclair, NJ

- The committee discussed the various layouts presented by these cities for possible use as the template we would base our Guidelines' format upon.

3. Determine the Format of our Design Guidelines – How do we want them to look?

- **Layout:** It was determined that the layout presented in the Calhoun, GA Guidelines presented the clearest picture of what was considered appropriate or inappropriate in terms of signage for Taylor.
- **Included information (FAQ, steps for obtaining sign permits, etc.):** The Committee developed a list of information to be included in the Guidelines in addition to addressing individual signage types allowed/not allowed by the City's ordinance:
 - A flow chart showing the necessary steps toward receiving a sign permit.
 - Information on the applicable Main Street Grants.
 - A step-by-step guide for navigating My Permit Now for sign permits.

4. Assign task of reviewing example guidelines and determining what aspects should be incorporated into our project (Homework).

- The Sub-Committee was tasked with researching photographs and line drawings of signs that could be included in the Guidelines.

5. Set next Sub-Committee meeting date and time.

- Thursday, January 28, 2021 @ 3:00 pm